City Personnel Policy

VACATIONS

POLICY: 505

Council approval: # Pages: 2

POLICY:

It is the policy of the City to grant paid vacation leave in accordance with the guidelines established below.

APPLICABILITY:

All regular full-time and regular part-time employees.

PROCEDURE:

1. Unless provided otherwise, all full-time employees will accrue annual paid vacation according to the following schedule:

Service Period	Accrual Rate
0 to 6 years	80 hours per year
6 to 13 years	120 hours per year
13 to 19 years	160 hours per year
Over 19 years	200 hours per year

2. **Assistant Fire Chiefs**. Vacation leave benefits for Fire Assistant Chiefs assigned to a 56-hour work shift shall accrue at the rate of 72 hours of leave for each 40 hours of vacation in the schedule provided in #1 above.

   A. An employee who is transferred from a 56-hour work schedule to a 40-hour work schedule shall have his/her vacation accumulation adjusted by dividing his/her 56-hour accumulation by 72 and multiplying the result of this calculation by 40.

   B. An employee transferred from a 40-hour work schedule to a 56-hour work schedule shall have his/her vacation accumulation adjusted by dividing the 40-hour accumulation by 40 and multiplying the result of this calculation by 72.

   C. Upon termination the vacation balance of the 56-hour employee will be converted to a 40-hour benefit and paid at the pay grade for Fire Assistant Chiefs working a 40-hour schedule.

3. Salaried employees as designated by the Mayor shall be able to take vacation as it accrues. All hourly employees are eligible to use vacation only after completion of the probationary period.

4. The vacation limit shall be an employee's annual accumulation plus 80 hours. This provision shall not apply to Police and Fire Supervisory employees and employees who are "Grandfathered."

5. The limit for employees who were age 55 or older with at least 25 years' service with the City as of June 30, 2012, shall be twice their annual accumulation.

6. Upon separation from employment, compensation for unused vacation leave shall be made.

7. Vacation shall not accrue for any hour during a pay period in which an employee is absent without leave or is on an unpaid leave of absence (as defined in each policy) which exceeds thirty calendar days; or, is on terminal leave.

8. Vacation leave for regular part-time employees shall be prorated based on the ratio of regularly scheduled work hours of the employee to those of full-time employees.

9. Unless otherwise provided, vacation must be charged as used, in amounts not less than four hours for salaried employees, and 15 minutes for hourly employees. All vacation leave must be requested by the employee and approved by the Department Head or designee prior to the date(s) of vacation.

10. Vacation pay for all employees will consist of the employee's regular rate of pay for the vacation period.

11. Department Heads reserve the right to designate when some or all vacations can be taken. Supervisors are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve vacation scheduling conflicts on a first-come first-served basis.